

CORRECTIONAL CASE RECORDS ANALYST

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: September 9 - 11, 2002

Collective Bargaining Identification: R01

Job Analysis Conducted By: Connie Arjil, Staff Services Manager I
Personnel Examining Section
Mary Sue Bautista, Staff Services Manager I
Personnel Examining Section

Number of Incumbents: There are 460 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated July 31, 2002.

Names of the Subject Matter Expert(s) and their background:

LISA HOFFMAN, CORRECTIONAL CASE RECORDS SUPERVISOR, FOLSOM STATE PRISON

Lisa Hoffman has worked for the Department of Corrections for three years as a Correctional Case Records Supervisor. She has many years in the Department in this field.

MARTHA R. RUBALCABA, CORRECTIONAL CASE RECORDS ANALYST, CALIFORNIA STATE PRISON, SOLONO

Martha R. Rubalcaba has worked for the Department of Corrections for 13 years as a Correctional Case Records Analyst.

HELEN SAKAISHI, CORRECTIONAL CASE RECORDS ANALYST, PAROLE AND COMMUNITY SERVICES DIVISION

Helen Sakaishi has worked for the Department of Corrections for six years as a Correctional Case Records Analyst.

ALEXANDREA SMITH, CORRECTIONAL CASE RECORDS ANALYST, MULE CREEK STATE PRISON

Alexandrea Smith has worked for the Department of Corrections for two years as a Correctional Case Records Analyst.

**ROSE SMITH, CORRECTIONAL CASE RECORDS SUPERVISOR, PAROLE AND
COMMUNITY SERVICES DIVISION**

Rose Smith has worked for the Department of Corrections for six years as a Correctional Case Records Supervisor. She has many years in the Department in this field.

CORRECTIONAL CASE RECORDS ANALYST INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Specification
- State of Washington Specification
- California Department of Corrections Duty Statements

Other sources were viewed for information (e.g. California Department of Corrections Personnel Operations, Personnel Examining Section History File); however, the information was not relevant to the job analysis and therefore not included.